

PERSONNEL/HUMAN SERVICES COMMITTEE

A G E N D A

TUESDAY, JANUARY 18, 2022

4:00 P.M.

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

- | | | |
|---------------------|-------------|---|
| | I | CALL TO ORDER (CHAIR JOHNSON) |
| | II | ROLL CALL |
| 1- 4 | III | MINUTES (12/28/21) |
| | IV | PUBLIC INPUT |
| | V | PETITIONS AND COMMUNICATIONS |
| 5 -7 | A. | Corporation Counsel - JustFOIA Software and License Agreement (Seeking approval Agreement with 2 year renewal option with JustFOIA; authorization for Board Chair to sign required documents; approval of required budget adjustments - proposed resolution attached) |
| 8- 9 | B. | Director of Department on Aging - Grant Applications (Seeking authorization to make application for grant funds up to \$10,000; authorization for Board Chair to sign application and grant award documents; approval of required budget adjustments - proposed resolution attached) |
| 10-11&14 | C. | Personnel Director |
| | 1. | Vacancies (Seeking authorization to post/fill vacancies - proposed resolution attached) |
| | a. | 9-1-1 Central Dispatch: Dispatcher (full time; \$16.17/hr. entry) |
| 12 | b. | Finance Department: Purchasing Agent (full time; \$21.23/hr. entry) |
| 13 | c. | Sheriff - Marine Patrol Program: 5 Supervisors (seasonal; \$12.00/hr.)
25 Marine Deputies (seasonal; \$11.00/hr) |
| 15-17 | 2. | Reauthorization of Health Department Reorganization (Seeking extension of Board approved reorganization of Health Department in response to COVID-19 needs while grant funds are available; approval of required budget adjustments - proposed resolution attached) |
| 18-19 | D. | Information Systems Manager - Network Access Agreement City of Pinconning Police (Seeking approval of Network Access Agreement; authorization for Board Chair to sign; approval of required budget adjustments - proposed resolution attached) |
| 20 | E. | Bay County Treasurer - Delinquent Tax Payment and Housing Collaboration Opportunities |
| | VI | REFERRALS |
| | VII | UNFINISHED BUSINESS |
| | VIII | NEW BUSINESS |

- ~~IX~~ MISCELLANEOUS
- X ANNOUNCEMENTS
- XI ADJOURNMENT

PLEASE NOTE:

THE COMMITTEE CHAIR HAS REQUESTED THAT ANY ELECTED OFFICIAL, DEPARTMENT/ DIVISION HEAD PLACING AN ITEM ON THIS AGENDA BE PRESENT OR HAVE A REPRESENTATIVE PRESENT TO SPEAK TO THEIR REQUEST AND/OR ANSWER ANY QUESTIONS POSED BY COMMITTEE MEMBERS.

Join Zoom Meeting

<https://us02web.zoom.us/j/81694266170>

Meeting ID: 816 9426 6170

Passcode: 547697

One tap mobile

+13126266799..81694266170#....*547697# US (Chicago)

+19292056099,,81694266170#,,,,*547697# US (New York)

The County of Bay will provide necessary and reasonable auxiliary aids and services such as signers for the hearing impaired and audio tapes of printed materials to individuals with disabilities upon 10 days' notice to the County of Bay. Individuals with disabilities requiring auxiliary aids or services should contact the County of Bay by writing or calling:

**Amber Davis-Johnson, ADA Coordinator
Corporation Counsel
515 Center Avenue
Fourth Floor, Bay County Building
Bay City, MI 48708
(989)895-4131**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

MEETING OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ON TUESDAY, DECEMBER 28, 2021, in the Commission Chambers, Fourth Floor, Bay County Building, 515 Center Avenue, Bay City, MI 48708.

Call to order @ 4:00 P.M. by Chair Johnson.

Roll call:

MOTION NO.

COMMISSIONERS PRESENT		1	2	3	4	5	6	7	8	9	10	11
JAYME A. JOHNSON, CHAIR	P	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
VAUGHN J. BEGICK, VICE CHAIR		E	X	C	U	S	E	D				
MARIE FOX	P	Y	Y	N	M/Y	Y	Y	Y	M/Y	Y	S/Y	S/Y
KIM COONAN	P	Y	Y	M/Y	N	M/Y	M/Y	M/Y	Y	Y	Y	Y
THOMAS M. HEREK	P	M/Y	S/Y	N	S/Y	S/Y	Y	S/Y	S/Y	M/Y	M/Y	M/Y
KAYSEY L. RADTKE	P	Y	Y	N	Y	Y	S/Y	Y	Y	Y	Y	Y
ERNIE KRYGIER, EX OFFICIO	P	S/Y	M/Y	S/Y	N	Y	Y	Y	Y	Y	Y	Y

MOTION NO.

COMMISSIONERS PRESENT		12	13	14	15	16	17	18	19	20	21	22
JAYME A. JOHNSON, CHAIR		Y	Y	Y	Y							
VAUGHN J. BEGICK, VICE CHAIR		E	E	E	E							
MARIE FOX		S/Y	Y	S/Y	M/Y							
KIM COONAN		M/Y	M/Y	Y	Y							
THOMAS M. HEREK		Y	S/Y	M/Y	S/Y							
KAYSEY L. RADTKE		Y	Y	Y	Y							
ERNIE KRYGIER, EX OFFICIO		Y	Y	Y	Y							

MOTION NO.

COMMISSIONERS PRESENT		23	24	25	26	27	28	29	30	31	32	33
JAYME A. JOHNSON, CHAIR												
VAUGHN J. BEGICK, VICE CHAIR												
MARIE FOX												
KIM COONAN												
THOMAS M. HEREK												
KAYSEY L. RADTKE												
ERNIE KRYGIER, EX OFFICIO												

OTHERS PRESENT: J.BARCIA, C.GIGNAC, C.GOULET, A.DAVIS-JOHNSON, J.HISTED, T.JERRY, K.PRIESSNITZ, E.EURICH, J.COPPENS, B.KRAUSE, K.ZANOTTI, R.BRANDT, N.PAIGE, D.BERGER

M-MOVED; S-SUPPORTED; Y-YEA; N-NAY; ABS.-ABSTAIN; E-EXCUSED; A-ABSENT

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
TUESDAY, DECEMBER 28, 2021
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MOTION NO.

NOTE: In addition to these typed minutes which are not verbatim but an overview of action taken, this Committee meeting was also video taped by BCTV and those tapes are available for review in the Administrative Services Department or can be viewed on Bay County's website www.baycounty-mi.gov/executive/videos.

1 MOVED, SUPPORTED AND CARRIED TO EXCUSE COMMISSIONER VAUGHN BEGICK FROM THE 12/28/2021 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING.

2 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF THE NOVEMBER 16, 2021 PERSONNEL/HUMAN SERVICES COMMITTEE MEETING, AS PRINTED.

Public input was called. Kimberly Priessnitz, Assistant Finance Officer, introduced herself to the Committee and provided information on her background with the Finance Department, her qualifications and job duties in the Finance Department. Ms. Priessnitz is recommended for appointment to the Financial Analyst position in the Board of Commissioners' office. County Executive Jim Barcia offered his support for Ms. Priessnitz noting she is an excellent choice for the Financial Analyst position given her qualifications and history with the County in the Finance Department. It was then

3 MOVED, SUPPORTED AND DEFEATED TO APPOINT KIMBERLY PRIESSNITZ AS THE BOARD'S FINANCIAL ANALYST.

Commissioner Fox was of the opinion that there should be a process in place for filling this position. She spoke to the Board Rules which have no provision for filling at-will positions in the Board office.

4 MOVED, SUPPORTED AND DEFEATED TO TABLE THIS MATTER UNTIL NEXT MONTH.

5 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE SHERIFF'S REQUEST TO POST/FILL UP TO 7 ANTICIPATED ROAD PATROL DEPUTY VACANCIES FOR THE PERIOD 1/1/2022 TO 6/1/2022 (SHERIFF).

**PERSONNEL/HUMAN SERVICES COMMITTEE
MINUTES
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MOTION NO.

- 6 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL AN ACCOUNT CLERK III VACANCY IN THE TREASURER'S OFFICE (TREASURER).**
- 7 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE RENEWAL OF THE PROPERTY AND LIABILITY INSURANCE WITH MMRMA FOR 2022 (CORPORATION COUNSEL).**
- 8 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE FORENSIC PATHOLOGIST AGREEMENT WITH PATRICK CHO, MD (HEALTH).**
- 9 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF APPLICATION AND GRANT AWARD FOR 2022 MICHIGAN DEPARTMENT OF AGRICULTURE GRANT FUNDING (ADMINISTRATIVE SERVICES/ANIMAL SERVICES).**
- 10 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF A 1 OR 2 YEAR ACTIVITY CENTER SITE AGREEMENT WITH WILLIAMS TOWNSHIP (DOA).**
- 11 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD ACCEPTANCE OF THE PREMIUM PAY FOR DIRECT CARE WORKERS FUNDING FROM REGION VII AAA FOR HOMEMAKING AND PERSONAL CARE WORKERS (DOA).**

Commissioner Coonan, while aware this funding applies to specific care workers, all employees should be receiving compensation for their efforts during the COVID crises.

- 12 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL OF THE FUNDING (\$165,000)/BUDGET ADJUSTMENT REQUIRED FOR OFFICE 365 UPGRADE TO ALL COUNTY COMPUTERS (FINANCE/INFORMATION SYSTEMS).**

PERSONNEL/HUMAN SERVICES COMMITTEE

MINUTES

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MOTION NO.

- 13 MOVED, SUPPORTED AND CARRIED TO RECOMMEND BOARD APPROVAL TO POST/FILL VACANCIES IN THE FOLLOWING DEPARTMENTS: 911; DEPARTMENT ON AGING; MOSQUITO CONTROL; SHERIFF; HEALTH DEPT.; JUVENILE HOME.**

Commissioner Coonan clarified the Board's policy with regard to some of the vacancies that are grant-funded - when the funding is terminated, the positions are terminated.

- 14 MOVED, SUPPORTED AND CARRIED TO RECEIVE THE OCTOBER AND NOVEMBER 2021 REPORTS PROVIDED BY THE OFFICE OF ASSIGNED COUNSEL (CORPORATION COUNSEL).**

Commissioner Fox indicated that she would be willing to undertake updating the Board Rules and the Board Chair noted that he would be involved in this as well.

Commissioner Johnson announced that on March 5, 2022 the Garber Athletic Club will host a Night at the Races event at The Grand in Hampton Township, cost is \$50 per individual.

There being no further business, it was

- 15 MOVED, SUPPORTED AND CARRIED TO ADJOURN (4:40 P.M.).**

SUBMITTED BY:

DEANNE BERGER

**DEANNE BERGER
BOARD COORDINATOR**

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DEPARTMENT OF CORPORATION COUNSEL



JAMES A. BARCIA
County Executive

Amber Davis-Johnson
Corporation Counsel
johnsona@baycounty.net

Heather Brady Pitcher
Assistant Corporation Counsel
pitcherh@baycounty.net

Jayson Hoppe
Administrative Supervisor & FOIA Coordinator
hoppej@baycounty.net

Nicole LaDouce
Risk Management & FOIA Facilitator
ladoucenn@baycounty.net

Tel: (989) 895-4131
Fax: (989) 895-2094

TO: Jayme Johnson, Chair, Personnel/Human Services Committee

FROM: Amber Davis-Johnson, Corporation Counsel
Jayson Hoppe, FOIA Coordinator

DATE: January 12, 2021

RE: JustFOIA Software License & Agreement

BACKGROUND:

Beginning in January, 2020, Bay County Department of Corporation Counsel assumed all FOIA responsibilities which includes reviewing, coordinating and responding to all of Bay County's Freedom of Information Act (FOIA) requests. Since taking over FOIA, the Department of Corporation Counsel has simplified and streamlined the records request process for both County departments and staff as well as the general public. However, with over 40 different County departments, the process is still very labor-intensive and cumbersome as FOIA requests are increasing both in volume and complexity.

Following discussions with the Information Systems Division, it was recommended the Department of Corporation Counsel purchase dedicated records request management software to insure that Bay County remains compliant with the strict FOIA laws. After a review of various FOIA software vendors, it was determined that the JustFOIA software is the best option financially as well the most user-friendly option. The JustFOIA software solution assists with managing every step of the records request process from intake to delivery, saving time through automating repetitive tasks, sending reminders, and communicating with requesters and county-wide departmental staff. The software also contains an integrated redaction feature, which assists with safely securing sensitive data exempt under the FOIA.

Through the use of the JustFOIA request software, our department will provide Bay County citizens the ability to submit, communicate, pay fees, and download responsive records, all via a secure online portal. FOIA also often requires us to provide sensitive data, documents, and reports to other partner agencies, this sensitive data will be managed through JustFOIA's secure record request and delivery platform. Other features of the JustFOIA request software include:

- Real-time tracking and analytics dashboard
- Time tracking and invoicing
- Comprehensive custom reporting
- Remote learning, ongoing training and certification

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BAY COUNTY DEPARTMENT OF CORPORATION COUNSEL

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FINANCE:

The annual cost for a software license with 50 user roles is \$8,437.50. All funds are allocated in the 2022 Information Systems Division software budget and no additional funds are required. The projected total implementation cost is not to exceed \$10,000.00.

RECOMMENDATION:

Authorize the County to enter into an agreement with a two year renewal option with JustFOIA for a dedicated records request management software. Authorize the approval of any budget adjustments and authorize the Board Chair to sign any and all necessary documents after approval as to form by Corporation Counsel.

cc: Jim Barcia, County Executive
Jan Histed, Finance Officer
Julie Coppens, Information Systems Manager

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BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 18, 2022

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/18/2022)

WHEREAS, Beginning in January, 2020, Bay County Department of Corporation Counsel assumed all FOIA responsibilities which includes reviewing, coordinating and responding to all of Bay County's Freedom of Information Act (FOIA) requests; and

WHEREAS, Since taking over FOIA, the Department of Corporation Counsel has simplified and streamlined the records request process for both County departments and staff as well as the general public. However, with over 40 different County departments, the process is still very labor-intensive and cumbersome as FOIA requests are increasing both in volume and complexity; and

WHEREAS, Following discussions with the Information Systems Division, it was recommended the Department of Corporation Counsel purchase dedicated records request management software to insure that Bay County remains compliant with the strict FOIA laws; and

WHEREAS, After a review of various FOIA software vendors, it was determined that the JustFOIA software is the best option financially as well the most user-friendly option. The JustFOIA software solution assists with managing every step of the records request process from intake to delivery, saving time through automating repetitive tasks, sending reminders, and communicating with requesters and county-wide departmental staff. The software also contains an integrated redaction feature, which assists with safely securing sensitive data exempt under the FOIA; and

WHEREAS, Through the use of the JustFOIA request software, Corporation Counsel will provide Bay County citizens the ability to submit, communicate, pay fees, and download responsive records, all via a secure online portal. FOIA also often requires us to provide sensitive data, documents, and reports to other partner agencies, this sensitive data will be managed through JustFOIA's secure record request and delivery platform; and

WHEREAS, The annual cost for a software license with 50 user roles is \$8,437.50 and all funds are allocated in the 2022 Information Systems Division software budget with no additional funds required. The projected total implementation cost is not to exceed \$10,000.00; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes entering into an agreement with a two year renewal option with JustFOIA for a dedicated records request management software; Be It Further

RESOLVED That the Chairman of the Board is authorized to sign any and all necessary documents on behalf of Bay County after approval as to by Corporation Counsel; Be It Finally

RESOLVED That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Corporation Counsel - JustFOIA

MOVED BY _____
SUPPORTED BY _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE

ROLL CALL: YEAS

VOICE: YEAS

NAYS

NAYS

EXCUSED

EXCUSED

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED

CORRECTED

REFERRED _____

NO ACTION TAKEN _____

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**BAY COUNTY
DEPARTMENT ON AGING**

**James A. Barcia
County Executive**

Beth Eurich, LBSW
Director

euriche@baycounty.net

To: Jayme Johnson, Personnel and Human Services Committee Chair

From: Beth Eurich, Director Department on Aging 

Date: January 6, 2022

Cc: Jim Barcia, Amber Johnson, and Jan Histed

RE: Request to apply for up to \$10,000 grant money from the HEMLOCK SEMICONDUCTOR Community and Regional Empowerment (CARE) Fund 2022 Grant and the Bay Area Community Foundation Semi Annual Grant.

BACKGROUND:

Bay County Department on Aging would like to submit an application for the above grants to assist with purchasing a new stand-alone Freezer, as the old one is not able to be fixed, and another Warmer for the pans of food for the Home Delivered Meals and Activity Center Meal programs. This will allow us to free up space for inventory in current walk in freezer and also oven space needed to prepare meals. Purchase of either equipment will not exceed \$10,000.

FINANCE and ECONOMICS:

Bay County Department on Aging was recently notified from Bay Area Community Foundation that these grants were open to apply. The HEMLOCK SEMICONDUCTOR Community and Regional Empowerment (CARE) Fund 2022 Grant Application is due January 31, 2022. The Bay Area Community Foundation Semi Annual Grant Application is due March 14, 2022.

At this time the cost to Bay County Department on Aging is unknown but there is money in the Departments fund balance if needed.

RECOMMENDATION:

Bay County Department on Aging recommends that the Board of Commissioners approve applying for the grant funds of up to \$10,000 through the HEMLOCK SEMICONDUCTOR Community and Regional Empowerment (CARE) Fund 2022 Grant and the Bay Area Community Foundation Semi Annual Grant to assist with purchasing needed stand-alone freezer and food warmer for the Kitchen. Also, with approval from Corp. Counsel, receive any funds from either grants, to have Board Chair sign any needed documents and approve any required budget adjustments.

BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 18, 2022

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/18/2022)
- WHEREAS,** Bay County Department on Aging would like to submit an application for grants to assist with purchasing a new stand-alone freezer (the old one is not able to be fixed), as well as another warmer for the pans of food for the Home Delivered Meals and Activity Center Meal programs; and
- WHEREAS,** This will allow department to free up space for inventory in current walk in freezer and also oven space needed to prepare meals; and
- WHEREAS,** The purchase of the equipment will not exceed \$10,000; and
- WHEREAS,** The Department on Aging was recently notified by the Bay Area Community Foundation that the following grants were open for application: The HEMLOCK SEMICONDUCTOR Community and Regional Empowerment (CARE) Fund 2022 Grant Application which is due January 31, and the Bay Area Community Foundation Semi Annual Grant Application which is due March 14, 2022; and
- WHEREAS,** At this time the cost to Bay County Department on Aging is unknown but there is money available in the Department's fund balance if needed; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves submittal of grant applications for up to \$10,000 through the HEMLOCK SEMICONDUCTOR Community and Regional Empowerment (CARE) Fund 2022 Grant and the Bay Area Community Foundation Semi Annual Grant to assist with purchasing needed stand-alone freezer and food warmer for the Kitchen; Be It Further
- RESOLVED** That the Chairman of the Board is authorized to execute grant application and grant award documents, and related documents, on behalf of the Board following Corporation Counsel and the County's Finance Officer's review and approval; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

DOA - Grant Applications - Freezer & Warmer

MOVED BY _____
SUPPORTED BY _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE

ROLL CALL: YEAS

VOICE: YEAS

NAYS

NAYS _____

EXCUSED

EXCUSED

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED

CORRECTED

REFERRED _____

NO ACTION TAKEN _____

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**BAY COUNTY
PERSONNEL DEPARTMENT**

James A. Barcia
County Executive

Tiffany Jerry
Director
jerryt@baycounty.net

To: Jayme Johnson, Chair, Personnel/Human Services Committee

From: Tiffany Jerry, Director of Personnel and Employee Relations

Date: January 12, 2022

Re: Personnel/Human Services Committee Agenda

Please consider the following items for the agenda of your committee meeting scheduled for January 18, 2022.

1. **Request (Vacancy):**

Chris Izowski has submitted a request to hire a full-time 9-1-1 dispatcher with Bay County Central Dispatch, if needed.

Background:

Due to the high turnover and the nature of 9-1-1 dispatcher positions, this is an attempt to maintain minimum staffing levels at Central Dispatch.

Finance/Economics:

Full-time position with benefits as provided for within the GELC labor agreement, although union membership is voluntary. Entry level rate of pay is \$16.33 per hour. Funds exist within the current existing budget.

Recommendation:

Please refer to the full board for approval to hire a full-time 9-1-1 dispatcher, if needed.

2. **Request (Vacancy):**

Jan Histed has submitted a request to post and fill the full-time Purchasing Agent position.

Background:

This full-time Purchasing Agent position is the primary procurement official for the county, and is responsible for reviewing, overseeing and processing all purchase requisitions. Will furnish information, answer questions and track compliance regarding the county's Purchasing Policy. This position also tracks all vendor information and manages all bid processes for all departments. This position will be vacant as of January 14, 2022 based on a staff resignation.

Finance/Economics:

This is a full-time position with benefits as provided for within the BCAMPS labor agreement, although union membership is voluntary. Entry rate of pay is \$21.23 per hour progressing to \$24.39 per hour after 3 years (PB06). Funding for this position is included in the 2022 Board adopted budget with the Finance Department – Purchasing Budget. No budget adjustments are necessary.

Recommendation:

Please refer to the full board for approval to post and fill the full-time Purchasing Agent position.

3. **Request (DNR Grant Positions/Seasonal Vacancies):**

Sheriff Troy Cunningham has submitted a request to participate in the Marine Safety Grant Program; hiring 5 supervisors and 25 marine deputies.

Background:

Each year the Bay County Sheriff's Office participates in the Marine Safety Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for marine patrols during each boating season in Bay County.

Finance/Economics:

Marine deputies are paid \$11 per hour and the supervisors are paid \$12 per hour, with no benefits. The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$21,000. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2022 budget year.

Recommendation:

Please refer to the full board for approval to hire 5 supervisors and 25 marine deputies as well as authorize the Finance Department to make any required budget adjustments and expenditures.

4. **Request (Reorganization):**

Reauthorization of Health Department Reorganization in response to Covid-19 needs. (See attached).

Background:

Since 2020, the Bay County Health Department has deployed its staff in multiple efforts related to COVID 19 in Bay County (Disease Investigation, Immunizations, etc). Originally it was estimated that the majority of the work would occur within the 2020-2021 time period. Given the fact that the pandemic is still occurring and the current number of cases is several times the number that of what was experienced in the past six months, there is a continued need to deploy and assign personnel devoted to current mitigation and prevention efforts. The Board authorized in 2020 a temporary reorganization with an anticipated timeline of completion by the end of the fiscal year 2021. It is clear that the work needs to continue to meet the demands and necessities the county faces as the pandemic continues.

Finance/Economics:

No additional general funds are necessary as resources of current and future allocations and supplemental funds provided by the State of Michigan will be utilized. With the amount of existing state and other supplemental funding received, there are ample resources available to proceed with the current structure provided the availability of pandemic funding without any General Fund support.

Recommendation:

The Department recommends the reorganization plan be reauthorized, and those positions that were authorized be extended as grant funds are available, as well as approval of all budget adjustments relating to these agreements.

Thank you for your consideration and approval of any necessary budget adjustments related to the aforementioned requests. If you have any questions or concerns, please feel free to contact me.

cc: Jim Barcia
Amber Davis-Johnson
Jan Histed
Kim Priessnitz
Chris Izworski

Troy Cunningham
Chris Mausolf
Joel Strasz

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**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

James A. Barcia
County Executive

Jan M. Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Tiffany Jerry, Director of Personnel & Employee Relations
FROM: Jan Histed, Finance Officer / Information Systems Director
DATE: January 3, 2022
RE: Finance Department Purchasing Agent Position (PB06)

Request: To gain approval to post and fill the current Full-time (BCAMPS) Purchasing Agent position within the Finance Department.

Background: This full-time Purchasing Agent position is the primary procurement official for the county, and is responsible for reviewing, overseeing and processing all purchase requisitions. Will furnish information, answer questions and track compliance regarding the county's Purchasing Policy. This position also tracks all vendor information and manages all bid processes for all departments. This position will be vacant as of January 14, 2022 based on a staff resignation.

Economics: All funding for this position is included in the 2022 Board Adopted Budget within the Finance Department - Purchasing Budget.

Recommendation: It is recommended that this Full-time (BCAMPS) Purchasing Agent position be approved to be posted & filled. No budget adjustments are necessary.

JH

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Troy R. Cunningham

Sheriff Of Bay County

Christopher D. Mausolf
Undersheriff

Troy A. Stewart
Jail Administrator

DATE: January 10, 2022

TO: Tiffany Jerry, Personnel Director

FROM: Sheriff Troy R. Cunningham *TRC*

SUBJECT: 2022 Marine Personnel – DNR Grant Positions

BACKGROUND:

Each year the Bay County Sheriff's Office participates in the Marine Safety Grant Program offered through the Michigan Department of Natural Resources & Environment. This grant provides funding for equipment as well as other expenditures used for boater safety education and enforcement in Bay County. The Marine Safety Grant provides for Marine patrols during each boating season in Bay County. I am requesting five Supervisors at the rate of \$12.00 per hour and twenty-five (25) marine deputies at the rate of \$11.00 per hour.

FINANCE/ECONOMICS:

The DNRE agrees to reimburse Bay County a sum of money equal to 75% of total eligible costs for operation of the Marine Safety Program, but not to exceed our grant allocation of \$21,000.00. A total match of at least 25% of total eligible costs is required for this reimbursement. The Marine Safety Grant has been approved in the 2022 Budget Year.

RECOMMENDATION:

I am requesting approval of the Board of Commissioners to participate in this program as well as authorize the Finance Department to make any required budget adjustments and expenditures.

CC: Undersheriff Christopher D. Mausolf
Jayme A. Johnson, Chairman, Personnel/Human Services,
Deanne Berger, B.O.C.
Jan Histed, Finance Director
Kim Priessnitz, Assistant Finance Officer
Tracy Cederquist, Personnel Department (10133100-70500)

ls/Personnel.MarinePTpositions2022

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BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 18, 2022

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES (1/18/2022)
 RESOLVED By the Bay County Board of Commissioners that concurrence is given to post/advertise/test/fill the following full time/part time/temporary/seasonal or co-op positions/vacancies/new positions, monies for said positions to come from the respective departmental budgets:

A. VACANCIES (BUDGETED)

- 1 9-1-1 Central Dispatch: Dispatcher (full time; \$16.17/hr. entry)
2. Finance Department: Purchasing Agent (full time; \$21.23/hr. entry)
3. Sheriff - Marine Patrol Program: 5 Supervisors (seasonal; \$12.00/hr.)
25 Marine Deputies (seasonal; \$11.00/hr)

RESOLVED That authorization is granted to post/fill vacancies resulting from moves within a department whereby a Board approved vacancy was filled from staff within the department creating another vacancy in the same department, monies for said positions to come from the respective departmental budgets; Be It Further

RESOLVED That in the event individuals hired to fill approved vacancies prove to be unqualified or no longer want the position, the Personnel Director is authorized to post/fill the previously approved vacancy within a 60 day time period; Be It Further

RESOLVED That budget adjustments, if required, are approved; Be It Further

RESOLVED That it is clearly understood that any positions funded through a grant shall be terminated or hours reduced if grant funding is terminated or reduced.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Vacancies - January

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____



1200 Washington Avenue Bay City, Michigan 48708
PHONE (989) 895-4009/FAX (989) 895-4014/TDD (989) 895-4049
www.baycounty-mi.gov/Health

James A. Barcia
Bay County Executive

Joel R. Strasz
Public Health Officer

TO: Tiffany Jerry, Personnel Director
FROM: Joel R. Strasz, Health Officer
DATE: January 12, 2022
CC: James Barcia, Amber Johnson, Jan Histed, Kim Priessnitz, Mark Pickell, Melissa Opheim
RE: REAUTHORIZATION OF HEALTH DEPARTMENT REORGANIZATION IN
RESPONSE TO COVID-19 NEEDS

BACKGROUND:

Since 2020, the Bay County Health Department has deployed its staff in multiple efforts related to COVID 19 in Bay County (Disease Investigation, Immunizations, etc). Originally it was estimated that the majority of the work would occur within the 2020-2021 time period. Given the fact that the pandemic is still occurring and the current number of cases is several times the number that of what was experienced in the past six months, there is a continued need to deploy and assign personnel devoted to current mitigation and prevention efforts. The Board authorized in 2020 a temporary reorganization with an anticipated timeline of completion by the end of the fiscal year 2021. It is clear that the work needs to continue to meet the demands and necessities the county faces as the pandemic continues.

FINANCIAL CONSIDERATIONS:

No additional general funds are necessary as resources of current and future allocations and supplemental funds provided by the State of Michigan will be utilized. With the amount of existing state and other supplemental funding received, there are ample resources available to proceed with the current structure provided the availability of pandemic funding without any General Fund support.

RECOMMENDATIONS:

The Department recommends the reorganization plan be reauthorized, and those positions that were authorized be extended as grant funds are available, as well as approval of all budget adjustments relating to these agreements.

BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 18, 2022

RESOLUTION

- BY:** PERSONNEL/HUMAN SERVICES COMMITTEE (1/18/2022)
- WHEREAS,** Since 2020, the Bay County Health Department has deployed its staff in multiple efforts related to COVID 19 in Bay County (Disease Investigation, Immunizations, etc). Originally it was estimated that the majority of the work would occur within the 2020-2021 time period; and
- WHEREAS,** Given the fact that the pandemic is still occurring and the current number of cases is several times the number that of what was experienced in the past six months, there is a continued need to deploy and assign personnel devoted to current mitigation and prevention efforts; and
- WHEREAS,** The Board authorized in 2020 a temporary reorganization with an anticipated timeline of completion by the end of the fiscal year 2021. It is clear that the work needs to continue to meet the demands and necessities the county faces as the pandemic continues; and
- WHEREAS,** No additional general funds are necessary as resources of current and future allocations and supplemental funds provided by the State of Michigan will be utilized; and
- WHEREAS,** With the amount of existing state and other supplemental funding received, there are ample resources available to proceed with the current structure provided the availability of pandemic funding without any General Fund support; and
- WHEREAS,** The Health Department is seeking re-authorization of the previously approved reorganization plan and that those positions that were authorized be extended as grant funds are available; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners authorizes continuation of the previously approved Health Department reorganization plan and extension of those positions previously authorized, contingent upon the availability of pandemic funding without any General Fund support; Be It Finally
- RESOLVED** That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

Health Dept - Extension of Reorganization Plan

MOVED BY _____
SUPPORTED BY _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE
ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

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POSITION	DEPARTMENT	AVAILABLE FUNDING SOURCE(S)	CURRENT STATUS	RECOMMENDED COURSE OF ACTION	GENERAL FUND SUPPORT
Emergency Preparedness and Health Education Manager (FT, MB-10)	Emergency Preparedness	Public Health Emergency Preparedness Funds	Currently Filled	Redeploy as Public Health Services Manager (below)	NO
Epidemiological Investigator (aka Contact Tracers; 3 PT, PNS)	Public Health Services (Epi/CD)	COVID-19 Grant Funds	Proposed Hire	Temporary Hire Through FY 2021	NO
Public Health Services Manager (FT, MB-12)	Public Health Services (Epi/CD)	Public Health Emergency Preparedness Funds	Proposed Redeployment	Continue Deployment In Epi/CD Through FY 2021	NO



BAY COUNTY FINANCE/INFORMATION SYSTEMS

James A. Barcia
County Executive

Jan Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

TO: Jayme Johnson, Chairperson
Personnel /Human Services

FROM: Julie Coppens
Information Systems Manager

RE: Network Access Agreement City of Pinconning Police

DATE: January 13, 2022

REQUEST:

After review by Corporation Counsel authorize the Board Chair to sign documents related to network access into the Bay County Information Systems Law Enforcement network for services related to using a Virtual Private Network for use of computers at the City of Pinconning.

BACKGROUND:

The Information Systems Division of the County provides information technology services and support to all Law Enforcement agencies within Bay County. The City of Pinconning Police Department would use a virtual private network to access the Law Enforcement network in a secure manner contingent on the State of Michigan Criminal Justice Information Services (CJIS) requirements. This access would link the agency to important law enforcement data under the County supervision.

ECONOMICS:

The cost per year for dedicated IT services including the use of the network with 24/7 support is \$500 pending approval from Pinconning Police. There are system checks, verification of information sent, and security monitoring done on the network link. The City of Pinconning will provide their own firewall/hardware appliance to connect to the Bay County Information Systems network.

RECOMMENDATION:

Authorize the Board Chairman to sign any agreements between Bay County and Pinconning Police subject to approval as to form by Corporation Counsel.

cc: James A. Barcia Jan Histed Kim Priessnitz Amber Davis-Johnson

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BAY COUNTY BOARD OF COMMISSIONERS

JANUARY 18, 2022

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (1/18/2022)

- WHEREAS, The Information Systems Division of the County provides information technology services and support to all Law Enforcement agencies within Bay County; and
- WHEREAS, The City of Pinconning Police Department would use a virtual private network to access the Law Enforcement network in a secure manner contingent on the State of Michigan Criminal Justice Information Services (CJIS) requirements. This access would link the agency to important law enforcement data under the County supervision; and
- WHEREAS, The cost per year for dedicated IT services including the use of the network with 24/7 support is \$500 pending approval from Pinconning Police. There are system checks, verification of information sent, and security monitoring done on the network link; and
- WHEREAS, The City of Pinconning will provide their own firewall/hardware appliance to connect to the Bay County Information Systems network; Therefore, Be It
- RESOLVED That the Bay County Board of Commissioners approves the Agreement with the City of Pinconning Police Department to network access into the Bay County Information Systems Law Enforcement network for services related to using a Virtual Private Network for use on computers at the City of Pinconning; Be It Further
- RESOLVED That the Chairman of the Board is authorized to execute said Agreement and related documents on behalf of Bay County following Corporation Counsel review and approval; Be It Finally
- RESOLVED That related budget adjustments, if required, are approved.

JAYME A. JOHNSON, CHAIR
AND COMMITTEE

INFORMATION SYSTEMS - PINCONNING POLICE DEPARTMENT NETWORK ACCESS

MOVED BY _____
SUPPORTED BY _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MARIE FOX				KIM J. COONAN				JAYME A. JOHNSON			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				KAYSEY L. RADTKE							

VOTE

ROLL CALL: YEAS NAYS EXCUSED
VOICE: YEAS NAYS EXCUSED

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____ NO ACTION TAKEN _____

-19-



BAY COUNTY TREASURER

Shawna S. Walraven
County Treasurer
walravens@baycounty.net

Weston Prince
Deputy Treasurer
princew@baycounty.net

To: Jayme Johnson, Chair, Personnel and Human Services Committee
From: Shawna Walraven, Bay County Treasurer
Date: January 14, 2022
Subject: Delinquent Tax Payments and Housing Collaboration Opportunities

Background:

The City of Bay City has allocated \$1,000,000 of ARPA funds for individuals who need rent, mortgage or utility assistance. I have proposed that they also consider delinquent tax payments as an allowable use of their grant funds.

There are currently 342 properties in jeopardy of foreclosure in Bay County on March 31, 2022. Of those, 216 are in the City of Bay City. Because this is a yearly cycle we have 1,512 properties in Bay County in jeopardy of foreclosure, 796 of those are in the City of Bay City for March 31, 2023.

There currently is a void of delinquent tax relief for individuals. There is an interest on the part of the City of Bay City in collaborating on the effort for individual taxpayer relief.

However, this is only one part of the effort that would be needed to truly address the problems that our constituents are facing. Longer term solutions that give taxpayers the resources that they need to be successful should be considered. There is also an interest in collaborating on that aspect by the City of Bay City.

Financial Consideration:

None at this time.

RECOMMENDATION:

THAT THIS BOARD CONSIDER ADDITIONAL COLLABORATION OPPORTUNITIES RELATED TO DELINQUENT TAX PAYMENTS AND HOUSING.